

Citizens Restoring American Chestnuts (CRAC) Online Chestnut Map Instructions



Use these instructions to enter data from your *Participant and Site Datasheet* and your *Spring/Fall Tree Datasheets* into a custom online chestnut map in FieldScope. Contact Cassie Doty with any questions about entering data into FieldScope (cdoty@umces.edu or 301.689.7134).

After you plant your seedlings and/or seeds, create an account for the online chestnut map in FieldScope. You will use this account every time you want to add or change your data on the map.

- Open your Internet browser, and type <http://chestnut.fieldscope.org> in the address bar.
- Click your mouse on **Sign in** in the black bar above the right corner of the map. A **FieldScope sign in** window will open.
- In the **New User? Sign in here:** section at the bottom of the window, type your **First Name**, **Last Name**, **Email Address**, and **New Password** in those boxes. For **School/Organization**, type *CRAC*. Be sure to write down or remember the email address and password you entered – you'll need them to log in later. Then click your mouse on the **Sign Up** button at the bottom left corner of the window.
- Once National Geographic accepts your application, they will send you a confirmation email. If you do not see an email from FieldScope in your Inbox within two business days, please check your junk mail folder. Open the message, then click your mouse on the link in it as directed to activate your account.

Log into FieldScope and find on the map the location where you planted your chestnut trees and/or seeds.

- Open your Internet browser, and type <http://chestnut.fieldscope.org> in the address bar.
- Click your mouse on **Sign in** in the black bar above the right corner of the map. Again, a **FieldScope sign in** window will open.
- In the **FieldScope sign in** window that opens, enter the email address and password you used to create your FieldScope account. Then click your mouse on the **Sign In** button at the right. Your email address will appear in the upper right corner, indicating you are signed in.
- To find the general location where you planted your trees (for example, your property address), click your mouse on the **Search** tab at the left side of your map. The **Search** panel will open.
- Click your mouse in the *Location or Address* text box, and type the address nearest to where you planted your chestnut trees and/or seeds.
- Click your mouse on the **Search** button to the right of the address you typed. NOTE: If you get a message stating "An Error Has Occurred," just click your mouse on the **OK** button in the error window.
- The results of your search will be an address and a red map marker that appear below the box where you typed the address. Double-click your mouse on that search result (NOT on the map). Your map will then automatically zoom to that location, and you will see a red marker on the map marking the address you searched for. NOTE: This marker does NOT represent your planting site. It is just there to help you locate it. You will learn how to add your site to the map in the next section of directions - after you find the exact location of your trees on the map.
- It is difficult to judge the location of a point on the terrain map. A satellite image ("birds-eye view") or map of the streets for your area will help you find the precise location of your trees. Change your basemap from the terrain map to the satellite image or streets map. To do this, click your mouse on the pull-down menu arrow next to "Terrain." This is located in the upper right hand corner of your map. Then click your mouse on the desired basemap.

- Confirm your **Navigate** tool, the large arrow in the upper right corner of your map, is selected. It should be blue. If it isn't, then click your mouse on it to select it. Then move your map by clicking your mouse on it, holding down your mouse button, and dragging your mouse in the direction you want to move your map. Zoom in or out on your map using the zoom tool at the right side of the map. (CAUTION: It is best to simply click on the "+" or "-" above or below the zoom slide bar to avoid zooming too far too fast).

After you find your location, create a data point there and enter the data from your *Participant and Site Datasheet*. **You only create this point and enter these data one time for your entire planting site. You do not create a new site for each tree or seed.**

- Recall, the red marker is just a placeholder. You must now add a point to your map to display where your planting site is. To do this, click your mouse on the **Enter Data** tab at the left side of your screen, then click the **New Site...** button.
- Click your mouse on the map in the middle of the location where you planted your chestnut trees and seeds. A large red crosshair (+) will appear where you click on the map.
- Complete the form in the panel at the left of your map using data from your *Participant and Site Datasheet*. For your name, county, and notes ("other comments" from your datasheet), type your data in the corresponding boxes. For all other data, click your mouse on the pull-down menu arrow to the right of each item, then click on the appropriate response.
- Click the **Save** button. A chestnut tree icon will appear at your location.
- If you have collected your first observation data and would like to enter it now, go to the next step. If you prefer to enter that data later, log out of FieldScope by clicking on the pull down arrow next to your username in the upper right corner of your map, then clicking **Sign out**.

After you make your spring observation, log into FieldScope, find your site and enter the spring observation data from your *Spring/Fall Tree Datasheet*. **You will need to add an observation for EACH tree or seed.**

- If you have just finished adding your participant and site data and still have FieldScope open with your site on the map in front of you, skip ahead to the next solid bullet. If you have closed FieldScope, do the following before moving on to the next solid bullet:
 - Open your Internet browser, and type <http://chestnut.fieldscope.org> in the address bar.
 - Click on **Sign in** at the top right corner of the map. In the **FieldScope sign in** window that opens, enter your email address and password, then click on the **Sign In** button. (Note: If your email address appears in the upper right corner, you are already signed in.)
 - Confirm your **Navigate** tool, the large arrow in the upper right corner of your map, is selected (blue). Click your mouse on it if it is not already selected.
 - Click your mouse on the **Search** tab at the left side of your map. The **Search** pane will open.
 - Click your mouse in the *Location or Address* text box, and type the address where you planted your chestnut trees and/or seeds. If you do not have an exact address, you can enter one for a nearby location.
 - Click your mouse the **Search** button to the right of the address you typed. NOTE: If you get a message stating "An Error Has Occurred," just click the **OK** button in the error window.
 - A red map marker representing the location of the address will appear in the space below the box where you typed the address. Double-click your mouse on the marker, and your map will automatically zoom to that location.
 - The tree icon nearest your address should be your site. To confirm, click on the tree. A window with the site information will open. Your name should appear at the top of the window. If it does not, click on other tree icons around your address until you find yours.

- Click on the tree icon that represents your site. An information window for your site will open. Confirm your name is in the upper left corner of the window; if it is not, click on another site until you find yours. In the blue band halfway down the information window, click on the words **Add Observation**. Notice in the upper portion of the **Enter Data** panel at the left side of your map your site name is listed and highlighted under “Locations.”
- In the lower portion of the **Enter Data** panel, complete the “Observation” section with your spring observation data from your *Spring/Fall Tree Datasheet* as follows:
 - Type the date of the observation in the box below *Obs. Date*; OR click on the calendar to the right of the box, then click on the appropriate date.
 - Type the Tree ID, Tree height and a description of any dead trees into the corresponding text boxes. Be sure your height is in the nearest inches, and “in” is the unit selected to the right of that measurement.
 - For Leaf phase, click your mouse on the pull-down menu arrow to the right of that item, then click on the appropriate response.
 - Click the **Save** button.
- Your new observation data should now appear in the information window for your site. If that window is no longer open, click on your tree icon to open it.
- Repeat the process of adding an observation to your site for each and every tree or seedling you plant. In the end, your site window will have one row for each plant – just like your datasheet.
- Log out of FieldScope by clicking on the pull down arrow next to your username in the upper right corner of your map, then clicking **Sign out**.

After you make your fall observation, log into FieldScope, find your site and enter the fall observation data from your *Spring/Fall Tree Datasheet*. Use the same directions as you did above to enter your spring observation data.